

# JOB OPPORTUNITY

<b>Job Opportunity Bulletin:</b>	#06-201
<b>Final Filing Date:</b>	05/11/07 or Until Filled

<b>Position:</b>	<b>Salary:</b>	<b>Location:</b>
Office Technician (Typing)	\$2,598 - \$3,157	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA. 95814

**General Statement:** Under the direct supervision of the Staff Services Manager I and with lead direction from the Unit's analysts, the incumbent serves as the Lead Division Receptionist and provides general clerical support for the Program, Policy and Operations Support Section, Administrative Services Unit and the Division. Hours of work to cover business hours of 8 a.m. to 5 p.m.

## **Duties:**

- Serve as the Division's Lead Receptionist and provide general clerical support to the Program, Policy and Operations Support Section, Administrative Services Unit and the Division.
- Coordinate and monitor reception staff workload as needed. Answer and direct incoming telephone calls, take messages, type and route them via electronic mail and/or in writing; greet clients and notify staff of their arrival; and open, stamp and distribute incoming mail. Gather weekly staff work schedule information and type and maintain weekly staff itineraries for the Division.
- Type letters, memos and reports. Edit correspondence for grammar, spelling and clarity. Photocopy, distribute, input and file various documents and forms. Secure travel arrangements and process travel expense claims. Schedule meetings and reserve meeting space.
- Provide clerical support to the Division's Records Management function.
- Assist with the preparation of documentation for transfer of files to the State Records Center (SRC) for long-term storage and input SRC storage location information into the Project Logbook Database.
- Provide support to the Procurement function. Assist with ordering, receipt and maintenance of general office supplies and equipment. Type, photocopy, file, fax, and mail various procurement related documents.
- Serve as one of the Division's backup staff to the Executive Assistant.

## **Desirable Qualifications:**

- Good working knowledge of personal computers, including Microsoft Office Suite to include Word, Excel, Power Point, and Access.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to handle multiple priorities and deadlines.
- Ability to communicate tactfully and effectively and work cooperatively with others.

## **Who May Apply:**

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

# OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division  
Attention: Terry Meleski (**Job #06-201**)  
1600 Ninth Street, Room 420  
Sacramento, CA 95814

For more information contact Veronica Yuke at (916) 654-3009.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

